



**Superior Court of California
County of Butte
One Court Street
Oroville, CA. 95965
Phone: (530) 532-7013
Fax: (530) 532-7291
www.buttecourt.ca.gov**

Invites Applications For The Following Position:

Court Clerk IV Internal-Promotional Only

**\$18.96 to \$23.05 / hour (Base Salary)
\$19.34 to \$23.51 / hour with (10-year Longevity)
\$19.73 to \$23.99 / hour with (15-year Longevity)
(Full-time, Regular-Help position)**

Filing Period: February 25, 2010 through March 17, 2010

Interview Date: To be announced

The Position:

To provide lead direction, plan, organize, and coordinate the work of court support staff assigned to one or more divisions of the Superior Court. To provide training, consultation and leadership to division staff; perform a variety of complex case processing, judicial support and courtroom clerical functions requiring advanced knowledge of court and legal processes; and to perform other duties as assigned.

Distinguishing Characteristics:

This is the lead worker classification of the Court Clerk series and is distinguished from Senior Court Clerk and Court Clerk III by the scope of responsibility and complexity of duties assigned. Court Clerk IV is distinguished from Court Operations Supervisor in that the later classification has full supervisory responsibilities, conducts performance evaluations and may participate in personnel actions. Court Clerk IV's are required to perform the most technically difficult and complex procedures within their assigned division(s).

Essential Job Functions:

The following duties are typical of those performed by the incumbent in this classification; however, other duties may also be required.

- ✦ Plans, assigns, schedules, trains, and assists in directing the work of court personnel.
- ✦ Trains staff in legal terminology and procedures, documents processing, courtroom duties, document preparation and calendar duties; reviews work in progress and upon completion.
- ✦ Assigns or personally performs the more complex preparation and processing of legal documents; receives, examines, and accepts documents for filing in legal proceedings; advises judges on sufficiency of filings
- ✦ Answers questions and correspondence relating to filing and processing requirements and responds to public concerns regarding court processes and procedures
- ✦ Reviews and researches information in case files; provides information and assistance to the public, coworkers and judicial officers; maintains complex file delivery and retrieval system for the court; maintains security of court records.
- ✦ Arranges for court reporters, interpreters, pro tems and assigned judges as needed
- ✦ Acts as court liaison with various legal personnel, county departments and other local and state agencies
- ✦ Assists management in proper case flow management to provide efficiency and adherence to delay reduction standards; assists in the coordination of courtrooms, bench officers, and staff, and other matters affecting court calendars.
- ✦ May prepare or assist in the preparation of statistical reports and correspondence to various reporting agencies
- ✦ May attend courtroom sessions performing all manner of courtroom clerk duties

- ✚ Maintains and updates court records and statistics; monitors workflow and makes recommendations to management regarding personnel assignments
- ✚ Assists in the design and implementation of training programs, procedures manuals and policies; trains other court personnel in a wide variety of matters relating to court operations
- ✚ Serves as subject expert in area of assignment, assisting management in the development of operational policies and procedures in response to judicial requests, workload necessity or legislative action

Minimum Qualifications:

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

Experience:

- One year of experience as a Court Clerk III in the Superior Court of California, County of Butte OR a Senior Court Clerk for any length of time.

Knowledge of:

- Applicable rules and statutes relative to California trial court functions and procedures
- Court methods and practices; advanced legal terminology and document processing; and court accounting procedures
- Courtroom activities and procedures
- Modern office equipment including computer systems, word processing and database applications; office functions such as maintaining records, preparing correspondence and reports; filing, indexing, and cross-referencing methods
- Tabulating and posting data; and basic mathematical computations
- Effective team building and leadership skills; adult education theory and methodology
- Modern adult learning techniques and methodologies
- Code of Ethics for California Court Employees
- Judicial Council goals relating to access, fairness and diversity in the courts
- Principles of proper business English including grammar, spelling, and punctuation; and advanced public contact and customer service techniques

Ability to:

- Provide direction and training to co-workers
- Analyze complex problems, evaluate alternatives, and make sound recommendations based on findings; exercise sound independent judgment within general policy guidelines
- Prepare clear, concise, and grammatically correct reports and correspondence; interpret laws, regulations, and other materials
- Analyze new and amended legislation, codes, statutes and rules of court and develop process and procedural responses as appropriate
- Meet deadlines, maintain professionalism and composure, and function appropriately under pressure or in stressful situations; maintain confidentiality
- Review documents for accuracy, completeness, and conformity with legal requirements; be accurate and pay close attention to detail; maintain complex records; follow standardized procedures; perform routine legal research; read, interpret, and apply technical and legal materials and requirements; reason analytically and organize facts; prioritize work and meet deadlines
- Demonstrate strong leadership skills; establish and maintain effective working relationships with judicial officers, attorneys, fellow employees, and the general public; effectively communicate both verbally and in writing
- Work effectively and cooperatively on various court committees, task forces and focus groups while maintaining general operational responsibilities
- Effectively train, mentor and coach other court employees to develop competency in case related and other operationally necessary tasks.

Salary and Benefits Package:

Salary: Salary range consists of five steps with approximately a 5% difference between each step. Annual performance reviews are conducted which may advance the employee through the steps.

Benefits:

- ✚ Sick Leave – 12 days annually
- ✚ Vacation – begins with 2 weeks/year & increases with longevity; plus special vacation entitlement
- ✚ 13 Paid Holidays
- ✚ Membership in (CalPERS Retirement System (Court contributes 7% of salary for employee's share)
Employees are vested in the retirement plan after 5 years of F/T service and may retire at age 55 with 2% benefit.

- ✚ Choice of 3 PERS Health Insurance Plans
- ✚ Dental & Vision plans
- ✚ CIGNA Life Insurance provided by the Court (\$25,000 coverage); Employee can purchase additional coverage
- ✚ Deferred Compensation Plans available
- ✚ Employee Assistance Program

How to apply:

An application packet may be picked up at Butte County Superior Court, One Court Street, Oroville, CA 95965. An application may also be obtained by visiting the court's website at www.buttecourt.ca.gov or calling Court Administration at 530-532-7013. **Applicants must submit an original signed Superior Court Application to the Superior Court Human Resources Office by the final filing deadline at the address listed above.** Attachments to the application will be accepted. Faxed applications will also be accepted at 530-532-7291 and must be followed by the original application postmarked no later than the final filing date and received within (7) days of the final filing deadline.

All questions on the application must be completed in sufficient detail to permit comprehensive review. It is important that your application show all the relevant experience and education you possess. The application will go through a screening process and only the most qualified will be selected to proceed to the examination process. The application is the first step in the examination process, and in some instances, it may be the only criteria utilized in developing the list of eligibles. The information that you furnish will be used to determine your qualifications. List all relevant jobs regardless of duration, including part-time and military service. Include a complete list of work experience, which relates to the specific Minimum Qualification requirements. Applicants must meet all of the qualifications for the classification by the final filing date. This eligibles list will be active for one year from the final filing date, unless abolished by the Court Executive Officer.

Special Requirements:

- May be required to possess or obtain by appointment date a valid California operators' license issued by the State Department of Motor Vehicles.

Environmental and Functional Factors:

Incumbents will perform work inside of buildings; work in a controlled environmental facility; work alone or closely with others; perform work while standing or sitting; must be able to communicate verbally with co-workers and other individuals; use fingers on both hands; handle, feel or operate objects, tools, or controls; be able to hear well; must be able to see clearly and up close; duties may require the incumbent to stand or walk part of the time with moderate bending, stooping, squatting, twisting, reaching, or working on irregular surfaces; may require light physical effort which includes infrequent lifting of up to ten pounds and occasional lifting of up to twenty-five pounds or more.

Employment Eligibility:

It is the Court's intention to hire only those workers who are authorized to work in the United States, pursuant to the Immigration Act of 1990. If you are offered employment you will be required to verify your eligibility to work in the United States.

The Superior Court of California, County of Butte encourages applications from all persons regardless of their race, color, sex, religion, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Butte Superior Court. Reasonable accommodation may be made in the testing procedure as well as the work site.

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Butte Superior Court Human Resources Office.